

CONSTITUTION  
AND  
BY-LAWS  
OF  
THE CLAYMONT LIONS CLUB, INC



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***We Serve***

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Constitution & By-Laws rev. dates		
Page	Date	
TOC-C	9/9/2009	
TOC-BL	9/9/2009	
<b>Constitution</b>		4/9/1997
1	org	
2	12/20/2006	
2a	1/25/2006	add 9/08/04
3	1/24/2001	
4	11/3/2010	
5	Org	
6	Org	
7	Org	
8	Org	
9	Org	
10	Org	
11	4/10/2002	
12	11/3/2010	
<b>By-Laws</b>		4/9/1997
1	10/12/2005	
2	Org	
3	Org	
4	Org	
5	Org	
6	Org	
7	Org	
8	6/13/2012	
9	6/13/2012	

TABLE OF CONTENTS  
CONSTITUTION

ARTICLE I	<u>Name, Incorporation, Slogan, Motto, Emblem</u> .....	1
ARTICLE II	<u>Objectives</u> .....	1
ARTICLE III	<u>Membership</u>	
	Qualifications, Types.....	2
	Limitations, Enrollment Procedure, Transfer.....	3
	Resignation, forfeiture, Reinstatement.....	4
ARTICLE IV	<u>Entrance Fees and Dues</u> .....	4
ARTICLE V	<u>Meetings</u> .....	5
ARTICLE VI	<u>Officers and Board</u>	
	Officers.....	5
	Board of Directors, Qualifications of Officers and Directors....	6
	Terms of office, Compensation.....	6
	Duties of Officers	
	President.....	6
	Immediate Past President, Vice Presidents, Secretary.....	7
	Treasurer, Lion Tamer, Tail Twister.....	8
	Board of Directors, Past Presidents, Assistant Officers.....	9
	Vacancies.....	10
ARTICLE VII	<u>Nominations and Elections</u>	
	Nominating committee, Nominating Meeting, Interim Nominations, Elections.....	10
	Convention Delegates.....	11
ARTICLE VIII	<u>Delegates to the International and District Convention</u> .....	11
ARTICLE IX	<u>Honorary Mailing List</u> .....	11
ARTICLE X	<u>Parliamentary Practices</u> .....	11
ARTICLE XI	Amendments.....	12
ARTICLE XII	Club Branch Program.....	12

**CONSTITUTION  
AND  
BY-LAWS  
OF  
THE CLAYMONT LIONS CLUB, INC.**

**ARTICLE I**

Name, Incorporation, Slogan, Motto, and Emblem

**Section A - Name**

The name of this organization shall be **The Claymont Lions Club, Inc.**, chartered by, and under the jurisdiction of, the International Association of Lions Clubs (hereinafter referred to as the Association).

**Section B - Incorporation**

This organization shall be incorporated in the State of Delaware as a non-profit service club, having tax-exempt status, and shall operate in accordance with the laws of the State of Delaware.

**Section C - Slogan**

Its slogan shall be: Liberty, Intelligence, Our Nation's Safety.

**Section D - Motto**

Its motto shall be: We Serve

**Section E - Emblem**

The emblem and colors of this club shall be the same as those of the Association.

**ARTICLE II**

OBJECTIVES

The objectives of this club shall be:

- A. To create and foster a spirit of understanding among the peoples of the world.
- B. To promote the principles of good government and good citizenship.
- C. To take an active interest in the civic, cultural, social, and moral welfare of the community.
- D. To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- E. To provide a forum for the open discussion of all matters of public interest, provided, however, that the club, as such, shall not participate in partisan politics or sectarian religion.
- F. To encourage service-minded people to serve their community without personal financial reward, to encourage efficiency, and to promote high ethical standards in commerce, industry, professions, public works, and private endeavors.
- G. To encourage its members to abide by the Lion's Code of Ethics as adopted by the Association.

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section A - Qualifications**

Subject to the provisions of Section B of this Article, any person of legal majority and good moral character and good reputation in this community, and who resides in or whose principle business interests are in Claymont or adjacent areas may be granted membership in this club.

#### **Section B - Types of Membership**

Membership in this Lions Club shall be of the following types:

1. Active:

A member entitled to all rights and privileges and subject to all obligations which membership in a Lions Club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this Club, District, or Association, and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this club to the community. As provided in the Family Membership Program criteria of Lions Clubs International, qualifying family members shall be Active Members and be entitled to all rights and privileges thereof.

2. Member-at-Large

The Board of Directors shall have the power, in its discretion, to elect to membership-at-large members of this club who have moved from the community, or who, because of health or other legitimate reason, are unable to attend regularly the club meetings. This status shall be reviewed each six months by the Board of Directors of this club. A member-at-large shall not be eligible to hold office, or to vote in District or International meetings or conventions, but shall pay the regular club dues.

3. Honorary:

An individual not a member of this club who has performed outstanding service to this community or to this club, and on whom this club desires to confer special distinction, may be elected by the membership, upon recommendation of the Board, an Honorary Member of the club. This club shall pay entrance fees and International and District dues on such a member, who may attend meetings but shall not be entitled to any other privileges of Active Membership.

4. Life Member:

Any member of this club who has maintained continuous active membership for 20 or more years and has rendered outstanding service to this club, this community, or the Association; or any member of this club who has maintained such continuous active membership for 20 or more years and has served as an officer or director of this Association, may be granted, upon application to the Board of Directors, Life Membership in this club upon:

- a. Recommendation by this club to the Association.
- b. Payment to the Association of the then current fee by this club in lieu of all future dues to the Association.
- c. Approval by the international Board of Directors. A Life Member shall have all the privileges of Active Membership so long as the member fulfills all obligations of a Life Member. Upon the approval of the Board of Directors of Lions International, an appropriate certificate shall be presented to the member by this club.

5. Revered Octogenarian:

Revered Octogenarian members shall be those who have been members of the Claymont Lions Club for twenty or more years and who have attained the age of 80 years. This status will be recognized by a certificate, non-payment of dues by the member, and no loss of the right to vote or participate in club functions, including the holding of office. Also, the member shall be relieved of the requirement of regular attendance at club functions.

6. Affiliate:

An Active member of this club who currently is not able to fully participate as an Active member of the club, but desires to support the club and its community service initiatives and be affiliated with the club, may request this status be conferred by Club's board of directors, who can not impose this status. An Affiliate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub, transitional, provisional, and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge.

7. Associate:

A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership Report. An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional, and/or multiple) dues shall not be assessed on an Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

8. Esteemed Nonagenarian:

Nonagenarian members shall be those approved by the board, who must have been Active members of the Claymont Lions Club for fifteen or more years and who have attained the age of 90 years. This status will be recognized by a certificate, non-payment of dues by the member, and no loss of the right to vote or participate in club functions, including the holding of office. Also, the member shall be relieved of the requirement of regular attendance at club functions.

### **Section C - Limitations of Membership**

No person shall simultaneously hold membership, other than Life or Honorary, in this and any other Lions Club.

### **Section D - Enrollment Procedure**

Membership shall be acquired by invitation only, however persons requesting membership may be nominated. Nominations to membership shall be made on forms provided by the Association and shall be signed by a member in good standing who shall act as sponsor, and the completed forms shall be submitted to the chairperson of the Membership Committee. To avoid embarrassment to the Club or the sponsor should a proposed member be rejected, it is recommended that a prospective member not be informed of their candidacy or invited to join this Club until the nomination has been approved in the following manner:

The sponsor shall submit the nomination to the Membership Chairperson, who, after full investigation and approval by a majority of the Membership Committee, shall submit it to the Secretary to be posted at the next regular dinner meeting. The posting shall be called to the attention of the members present. Objections to the proposed membership may be made by any member of this club to a member of the Board of Directors. If objection(s) is made, the Board of Directors shall meet in executive session with the sponsor and the member(s) making the objection(s) in attendance. After review, the Board shall immediately take final action. A two-thirds majority vote of the Board approving any invitation is required before the invitation can be issued. If majority approval is obtained, the sponsor is authorized to issue the invitation and shall visit the prospective member and fully explain the responsibilities and the privileges involved in membership. A properly filled out nomination form together with a check for the membership fee and dues for the balance of the year must be in the hands of the secretary and treasurer, respectively, before the candidate can be officially inducted into the Club or reported to International as a new member. Approved invitations are valid for a period of six months, but may be extended by the Board of Directors.

### **Section E - Transfer of Membership**

A member of this club who moved to another area and wishes to become a member of a Lions Club in that area may, on request to the secretary and on approval of the other Club, have their membership transferred to the other Club. Such transfers are to be reported to the Association by the secretary.

A member of another Club who qualifies for membership in this Club and who wishes to transfer their membership to this Club shall be required to submit, or have submitted from the secretary of their Club a statement showing that they are a member in good standing. Their application shall be passed upon by the Board of Directors giving due consideration to their past record as a Lion.

### **Section F - Resignations in good standing**

Resignation of any member shall become effective upon written notice to the President or Secretary of the Club, provided that all dues to date of resignation have been paid.

### **Section G - Forfeiture of Membership**

#### 1. Non-Payment of Dues

The Treasurer shall submit to the Board of Directors at the first regular meeting of the Board following the end of a half-year, the name of any member who has not paid dues for the months just ended or who is otherwise in debt to the Club. The Board shall decide definitely within thirty days thereafter whether the member shall be dropped or retained on the roster.

#### 2. Non-Attendance

The name of any member who shall absent themselves from four consecutive regular meetings of the Club without acceptable cause being given to the Attendance Committee Chairperson or the Club Secretary, or without approved make-up, shall be submitted to the Board of Directors by the Secretary at the Board meeting next following the fourth such absence. The Board of Directors shall decide within thirty days thereafter whether such member shall be dropped from the Club or retained on the Club roster. (This does not apply to Honorary, Life, Members-at-Large, nor Revered Octogenarians.)

#### 3. Expulsion

Any Member may be expelled for cause from the Club by a two-thirds vote of the entire Board of Directors.

### **Section H - Reinstatement**

An applicant for reinstatement to membership to this Club shall be passed upon by the Board of Directors giving due consideration to their past record as a Lion. .

## **ARTICLE IV**

### **FEES AND DUES**

#### **Section A - Entrance Fee**

Each new, reinstated, and transfer member shall pay an entrance fee in an amount then currently in effect and set forth in the By-Laws of this Club. This fee shall include the current Association entrance fee and shall be collected before such member is enrolled and before the Secretary may report such member to Lions International. However, the Board of Directors may elect to waive all or any part of said entrance fee, and pay any required fee to Lions Clubs International from the Clubs administrative funds.

#### **Section B - Dues**

Each member of this Club shall pay annual dues according to his type of membership and the schedule set forth in the By-Laws of this Club. Dues are payable semi-annually in advance. Lions International dues, subscription to the LION, and District dues are included in the Club's annual dues.

Dinner costs are not an administrative expense. However, the Club may require payment of dinner costs in advance, monthly, or quarterly to promote attendance.

The Treasurer shall remit to the Association and to the District such dues and fees as are currently required.



## ARTICLE V

### MEETINGS

#### **Section A**

This Club shall meet on a day, time, and place determined by the Board of Directors, and such meeting shall constitute the regular meeting of the Club. All meetings shall begin promptly and close promptly at the regular set time, as adopted by the Board of Directors. When possible at least 2 dinner meetings should be held each month from September through June.

#### **Section B**

The regular meeting shall be devoted to the promotion of a closer fellowship through singing, a system of fines by the Tail Twister, and individual discussion of community and business problems.

#### **Section C**

Special meetings may be called when considered necessary by the Board of Directors.

#### **Section D**

An anniversary charter night meeting shall be held on such date, as the Board of Directors shall determine. At this meeting special attention should be devoted to the objects and ethics of Lionism. The charter shall be displayed, and charter members shall be honored.

#### **Section E**

An election meeting shall be held in April of each year, time and place to be determined by the Board of Directors, this meeting to constitute the annual meeting.

#### **Section F**

An attendance of 40% of club members in good standing shall constitute a quorum at any meeting open to the total membership of this Club.

#### **Section G**

The Board of Directors shall meet at least once in each month, at a time and place designated by the President.

## ARTICLE VI

### OFFICERS AND BOARD

#### **Section A - Officers**

The Officers of this Club shall be a President, Immediate Past-President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Lion Tamer, and Tail Twister.

The Assistant Officers of this Club shall be Assistant Secretary, Assistant Treasurer, Assistant Lion Tamer, and Assistant Tail Twister.

## **Section B - Board of Directors**

In Addition to the above officers, the following shall serve as Directors of this Club: Four (4) Club members, two (2) elected each year for a two (2) year term.

In addition, the Board may elect to Honorary voting membership on the Board for a two (2) year term anyone who in the future serves, while a member of this Club, as District Governor of 22-D.

The runner-up candidate for the office of Third Vice-President in the most recent election.

At regular or special Board meetings, an assistant officer of this Club, in the absence of the respective officer, shall temporarily serve on the Board with full voting rights.

## **Section C - Qualifications of Officers and Directors**

To be eligible to hold an office or a Directorship in this Club, a member must be an Active, Life, or Revered Octogenarian member in good standing.

## **Section D - Terms of Office**

All officers shall take office on July 1st, following their election and installation, and shall hold office for one year from that date, or until their successors are elected and qualified.

Elected Directors shall serve for two (2) years beginning July 1st following their election and installation.

The runner-up candidate for the office of Third Vice-President in each election shall serve as a Director of the Club for one (1) year beginning July 1st, after their election and installation.

## **Section E – Compensation**

No Officer or Director shall receive any compensation for any service rendered this organization with the exception of the Secretary and Treasurer, whose compensations or honorariums shall be fixed by the Board of Directors annually.

## **Section F - Duties of Officers**

### President

The President shall be the Chief Executive Officer of the Club. The President shall preside at all meetings and shall be Chairperson of the Board of Directors. The President shall issue the call for regular, monthly and Special Board Meetings. The President shall, in cooperation with the Vice-President, appoint the standing administrative, and activities committees, in accordance with the Lions International Club Standard Organization Plan, and create new committees. The President shall act as an ex-officio member of each of these committees. The President shall see that these committees function and shall cooperate with the Vice-Presidents and Committee Chairperson toward that end. The President shall call for regular committee reports. The President shall see that regular elections are held in accordance with this Constitution. The President shall, during their term of office, serve as custodian of the Club charter. The President shall also cooperate with, and be an active member of, the District Governor's Advisory Committee of the Zone.

### Immediate Past-President

The Immediate Past-President shall be a member of the Board of Directors with the same rights and privileges as other members of the Board. The Immediate Past-President and the other past-presidents shall officially greet members and their guests at the meetings and shall represent the Club in welcoming all new business and professional persons in the community. The Immediate Past-President shall also serve as Chairperson of the nominating, Constitution and By-Laws, and Membership committees.

### Vice Presidents

- a. If for any reason the President is unable to perform their duties, the Vice-President next in rank shall occupy the position and perform the duties, having the same authority as the President.
- b. If for any reason, the office of the President shall become vacant, the Vice-President shall succeed in office, according to their rank. Should a vacancy occur in the office of a Vice-President, the Vice-President of the next lower rank shall be advanced.
- c. The Vice-Presidents succeed or substitute for the President or Senior Vice-Presidents in case of absence or vacancy, according to their order of office. They shall, under the direction of the President, oversee the functioning of such committees as the President may designate.

### Secretary

The Secretary shall be under the supervision and direction of the President and the Board of Directors, and shall act as liaison officer between the Club, the District, and the Association. The Secretary's duties shall be as follows:

To Lions International, as provided in the Lions International Constitution and By-Laws, the Secretary shall submit:

- a. Regular monthly membership and activities reports to the Director-General on blanks provided by them showing:
  1. Names and classifications of new members elected during the preceding month.
  2. Names of members resigned or dropped during the month, and changes in addresses or classifications.
  3. Number of active members on last day of month.
  4. Date of each meeting of the Club held during the month and percentage of attendance.
  5. Copies of resolutions adopted.
  6. Activities undertaken by the Club.
  7. Such other information and data concerning the activities of the Club as may be called for by the International Board of Directors of the Lions Association.
- b. Semi-annual report of the Club's financial condition.
- c. List of officers.

To the District:

The Secretary shall keep in touch with the District Governor and submit such reports as may be required by the District Governor's organization, particularly a copy of the regular membership and activities reports. The Secretary shall also cooperate with and be an active member of the District Governor's Advisory Committee of the Zone.

### To the Club:

The Secretary shall keep the general club records, including minutes of club and Board meetings, committee appointments, officers list, attendance records, list of members showing their classifications, addresses and telephone numbers. The Secretary shall take care of general correspondence of the club at the direction of the President and the Board of Directors.

The Secretary shall keep in a permanently bound book a copy of this Constitution and of the By-Laws of this club, and shall record therein all amendments of the Constitution or By-Laws subsequently made showing dates of Board action, announcements to the membership, and final action by the membership.

The Secretary shall report to the Board of Directors at each of its regular meetings the names of any members who have not met attendance requirements.

### Treasurer

The Treasurer shall collect and receive all moneys and deposit the same in a bank or banks designated by the Board of Directors. The Treasurer shall pay out moneys only on invoices which have been approved by the Board of Directors, except that items included in committee budgets which have been approved by the Finance Committee and the Board of Directors, may be paid on approval of the committee chairman, and be subsequently approved by the Board of Directors.

All checks should be signed by the Treasurer and countersigned by the President or Secretary but can be signed by the President & Secretary.

The Treasurer shall keep the member's accounts of dues and a detailed record of club receipts and disbursements. The Treasurer shall prepare and submit monthly financial reports to the Board of Directors, quarterly reports to the club, and semi-annual reports to Lions International. The Treasurer shall give bond for the faithful discharge of their duties, in such sum and sureties as may be required by the Board of Directors. The Board of Directors shall authorize payment of a fee for said bond.

The Treasurer shall issue semi-annual statements to the members showing their financial status with the club, and shall bill delinquent members at least quarterly. The Treasurer shall report to the Board of Directors monthly the names of all members who are delinquent in payment of dues.

The Treasurer shall complete and submit yearly the required information to the Internal Revenue Service.

### Lion Tamer

The Lion Tamer shall be in charge of and responsible for the club's property and paraphernalia and shall supply the Secretary with an up-to-date inventory thereof. Lion Tamer shall see that flags, gong, and gavel are properly placed; shall distribute bulletins, song books, favors and literature; is sergeant-at-arms at meetings; and shall see that those present at the meetings are properly seated, encouraging members to sit with different people at each meeting.

### Tail Twister

The Tail Twister shall keep harmony, good fellowship, life and enthusiasm in the meeting. The Tail Twister shall collect fines from members, and there shall be no ruling from the Tail Twister's decision in imposing a fine. The Tail Twister may not be fined except by unanimous vote of members present. No member shall be fined more than twice, nor more than a total of \$1.00, at any one meeting. The Tail Twister shall also conduct appropriate stunts and games. All moneys collected by the Tail Twister shall be immediately turned over to the Treasurer and a receipt taken thereof.

### Board of Directors

The duties of the Board of Directors shall be as follows:

- (a) The Board of Directors shall constitute the Executive Board of the club, and shall be responsible for the execution, through its officers, of the authorized policies of the club. All new business of the club shall first be considered and shaped by the Board of Directors for presentation to the club members at a regular meeting, if in the opinion of the Board it is advisable to do so.
- (b) It shall authorize all expenditures and shall not create any club indebtedness, nor disburse funds for purposes non-essential to the objects of the club.
- (c) A majority of the Board of Directors shall govern, except where otherwise provided. The Board of Directors shall have the power to overrule or modify the action of any officer or any committee or committee chairman of the club.
- (d) It shall finally approve or reject, after due consideration of the membership committee's final report and recommendations, any nomination for membership before invitation is extended.
- (e) It shall have the books and accounts audited annually, or more often at its discretion.
- (f) It shall determine the date and place of the annual nomination and election meeting and shall instruct the secretary to issue the call for such meetings.
- (g) It shall hold regular monthly meetings.
- (h) It shall hold special meetings when called by the President of the club or by written request of five members of the club in good standing.
- (i) It shall designate, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of the club.
- (j) It shall approve the surety company in which the Secretary and Treasurer shall be bonded.
- (k) It shall determine the honorarium, if any, of the Secretary and Treasurer.
- (l) It shall receive committee reports and recommendations, and shall submit to the club in regular meeting recommendations which it has approved affecting the administrative or activities policies of the club.
- (m) It shall determine the time and place of the regular club meetings. It shall have the authority to call any special meetings considered necessary.
- (n) It shall approve the filing of the yearly Corporate applications.

### Past Presidents

The four most recent active Past Presidents serve on the Constitution and By-Laws, Reception, Nominating, and Membership Committees of the club. They also serve as chairperson of special committees and substitute for regular committee chairperson when necessary. Past Presidents have referred to them questions requiring diplomacy and in which the Board of Directors do not wish to be involved. They are the official greeters of the club.

### Assistant Officers

The Assistant Secretary, Assistant Treasurer, Assistant Lion Tamer, and Assistant Tail Twister will assist the respective officer of the club in their duties.

### **Section G - Vacancies**

In the event of a vacancy in the office of the President, 1st Vice President, or 2nd Vice President, the officer next in line shall move up and fill said vacancy.

In the event of a vacancy in any other office or directorship, including that of 3rd Vice President, the Board of Directors shall elect a member to serve the remainder of the unexpired term.

If the 3rd Vice President position is filled under this section there shall be at least 3 nominees for 2nd & 3rd Vice President the following year with the plurality of votes electing 2nd Vice President, then 3rd Vice President, then a Director for 1 year.

## **ARTICLE VII**

### **NOMINATIONS AND ELECTIONS**

#### **Section A - Nominating Committee**

The nominating committee shall be composed of the four most recent Past Presidents still maintaining active memberships, the immediate Past President serving as chairperson. The committee shall nominate at least one member for each office, except that at least two members for the office of Third Vice-President, and at least two members for Director must be presented.

#### **Section B - Nominating Meeting**

A nominating meeting shall be held in March of each year, date and place of such meeting to be determined by the Board of Directors and announced to each member by mail (announcement in the regular club bulletin shall meet this requirement) prior to the time of holding such meeting. The slate proposed by the nominating committee shall be included in the announcement.

Nominations for all offices to be filled in the succeeding year may be made from the floor at the regular nominating meeting.

#### **Section C - Interim Nominations**

If in the interim between the nomination meeting and the election meeting, some nominee is unable or unwilling to serve the club in the office for which he was nominated and there is no other nominee for the office, the President shall instruct his nominating committee to propose candidates for that office. No election shall be held for that office until two weeks after the members have been notified by mail the names of the new nominees and the date of a special nominating meeting, to be set by the Board. At this special nominating meeting additional nominations may be made from the floor and the election may be held immediately. If the office of 3rd Vice President is not filled by July 1st, refer to Article VI Section G Vacancies.

#### **Section D - Elections**

An election meeting shall be held in April of each year, date and place of such meeting to be determined by the Board of Directors and announced to each member of the club by mail (announcement in the regular club bulletin shall meet this requirement) two weeks prior to the time of such meeting. The announcement shall include the slate of candidates.

The election shall be by ballot by those present and qualified to vote, provided they constitute a quorum (40% of the club membership). A plurality vote for a candidate shall elect that candidate.

### **Section E - Convention Delegates**

The President shall be a convention delegate if attending the convention. Remaining delegates to the District and International Conventions shall be elected by the membership at a regular club meeting to be designated by the President. At this meeting, nominations by the Convention Committee and from the floor will be made, followed by the election. A majority of those present and voting shall be necessary to elect.

## **ARTICLE VIII**

### DELEGATES TO THE INTERNATIONAL AND DISTRICT CONVENTIONS

#### **Section A**

Inasmuch as the International Association of Lions Clubs is governed by Lions Clubs in conventions assembled, and in order that this Club may have its voice in Association matters, this club shall have power to pay the necessary expenses of at least one delegate, and preferably its full quota of delegates, each year to the annual convention of the Association.

#### **Section B**

Being fully cognizant with the fact that all district matters are presented and adopted at the district conventions, one to be held each year, this Club shall send its full quota of delegates to all district conventions. It shall also, if deemed advisable, pay the necessary expenses of such delegates attending said district convention.

## **ARTICLE IX**

### HONORARY MAILING LIST

The names of the District Governor and other District Officers as directed by the District Governor, shall be included on the mailing list of this Club. The Club bulletin may be sent to those persons whom the Board of Directors feel will receive some value from receipt of the information listed in Club bulletin.

## **ARTICLE X**

### PARLIAMENTARY PRACTICES

The absence of rules in this Constitution or in the By-Laws of this Club, the proceedings of the Club's Board of Directors meetings, as well as the Club meetings, shall be conducted in accordance with established parliamentary procedure.

## ARTICLE XI

### AMENDMENTS

#### **Section A**

This constitution may be amended or re-ordered at any regular meeting of the Club by a two-thirds secret written vote of the members present, provided they constitute a quorum, and provided also that the Board of Directors has previously approved the amendment by a majority vote at a regular monthly meeting.

#### **Section B**

No amendment shall be put to vote of the Club Members unless written notice shall have been included in a regular Club bulletin previous to the meeting at which the amendment is to be voted on, said notice to state the proposed amendment in full.

#### **Section C**

The Secretary shall include in the Club records the results of the secret vote.

## ARTICLE XII

### CLUB BRANCH PROGRAM

#### **Section A - Branch Formation**

This Club may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch shall meet as a committee of the club and shall conduct service activities in its community.

#### **Section B - Membership in this Club**

The members of the branch shall be granted membership in this club and the branch by membership invitation in accordance with all provisions of ARTICLE III of this constitution.

#### **Section C - Fundraising**

Activity or public welfare monies raised by the branch by asking for public support shall be held in a fund established to record such purpose. They shall be distributed in the branch community unless otherwise specified. The board of directors of this club may authorize the branch coordinator to countersign checks and vouchers authorized for payment by this club's board of directors.

#### **Section 4 - Dissolution**

The branch may be disbanded by a two-thirds vote of the entire board of directors of this club.

REVISION APPROVED 4/9/97

Article III Section D Amended 10/14/98

Article III Section D Amended 01/24/01

Article VII Section E Amended 04/10/02

Article III Section B Items 6&7 Added 9/8/04

Article III Section B Item 8 Added 1/25/06

Article III Section B Item 1 Added Family Membership. 12/20/2006

Article XII Added Club Branch Program 09/09/2009

Article IV Section A Amended 11/3/2010

Rev. 11/3/2010



TABLE OF CONTENTS  
BY-LAWS

No. 1	Partisan Politics & Sectarian Religion.....	-1-
No. 2	Use of Club for Other Objectives.....	-1-
No. 3	Solicitation of Funds at Meetings.....	-1-
No. 4	Time and Place of Meetings.....	-1-
	Administrative Committees.....	-1-
	Activities Committees.....	-2-
	Special Committees.....	-2-
	President Ex-officio.....	-2-
	Committee Members.....	-2-
	Committee Reports.....	-2-
	Committee Actions Authorized by Board.....	-2-
	Committee Budgets.....	-2-
No. 5	Administrative Committees and Duties	
	Attendance/Sick, Constitution and By-Laws, Convention.....	-3-
	Finance, Lions Information.....	-4-
	Membership/Growth, Program, Public Relations.....	-5-
	Bulletin, Ad Sign, District Events, Visitation, Nominating.....	-6-
No. 6	Activities Committees and Duties	
	Boys and Girls.....	-6-
	Civic Improvement, Educational Services.....	-7-
	Health and Welfare, Sight and Hearing.....	-7-
	Senior Services, Meals on Wheels, Outstanding Students.....	-8-
No. 7	Fees and Dues.....	-8-
No. 8	Amendments.....	-9-
No. 9	Suspension Of By-Laws.....	-9-
No. 10	Club Branch Administration.....	-9-

## **BY-LAWS**

### No. 1

This Club at no time shall endorse or recommend any candidate for political office, nor shall the Club, as such, participate in partisan politics or sectarian religion.

### No. 2

No officer or member of this Club shall use it as a means of furthering any personal, political or other aspirations, nor shall the Club as a whole, take part in any movement not in keeping with the real purpose and objects of the Club.

### No. 3

No funds shall be solicited from members of the Club during the meetings by any individual or individuals who are not members of the International Association of Lions Clubs. Any suggestions or propositions made at any meeting of the Club calling for the expenditures of money for other than the regular obligations shall be referred to the Finance Committee, which acts in an advisory capacity in financial matters to the Board of Directors.

### No. 4

The Club shall meet on the 2nd and 4th Wednesday of each month except July and August at a time and place designated by the Board of Directors. The Board of Directors shall meet on the 3rd Wednesday of each month at a time and place designated by the President. The Board of Directors may, for the months of November and December, adjust the dates for Club and Board meetings to avoid conflicts with holidays.

### **Section A**

The following committees shall be appointed by the President who shall maintain the privilege to combine or separate existing committees.

1. Administrative Committees
  - a. Attendance/Sick
  - b. Constitution and By-Laws
  - c. Conventions
  - d. Finance
  - e. Lions Information
  - f. Membership/Growth & Retention
  - g. Program
  - h. Public Relations
  - i. Club Bulletin
  - j. AD Sign
  - k. District Events
  - l. Visitation
  - m. Nominating

2. Activities Committees
  - a. Boys & Girls
  - b. Civic Improvement
  - c. Educational Services
  - d. Health and Welfare
  - e. Sight and Hearing Conservation
  - f. Senior Services
  - g. Meals On Wheels
  - h. Outstanding Students

### **Section B**

Special committees: From time to time, the President may appoint, with approval of the Board of Directors, such special committees as may be necessary in the Presidents judgment or the judgment of the Board of Directors.

### **Section C**

The President shall be ex-officio member of all committees.

### **Section D**

All committees shall consist of a chairperson and as many members as shall be considered necessary by the President. The Nominating, Constitution and By-Laws, and Membership Committees shall consist of, but not limited to, the four most recent Past Presidents still maintaining active membership, the Immediate Past President serving as chairperson of all three committees.

### **Section E**

Each committee, through its chairperson, shall report either verbally or in writing as requested to the Board of Directors, and annually to the Club.

### **Section F**

All problems pertaining to either administrative or activities matters, shall be turned over to the appropriate committee for solution or action by them, as authorized by the Board of Directors.

### **Section G**

Each committee shall submit an itemized budget for consideration of the Finance Committee not later than August 31 of each year.

The Administrative Committees and their suggested duties, subject to change by the Board of Directors, are as follows:

Attendance / Sick Committee

Promotes 100% attendance at meetings. Insists that every officer, director and chairperson help reach this goal by being present..

The committee shall contact directly all absentees.

They may provide attendance reminders, blotters and calendars, and at meetings have charts, attendance prizes, stunts and special attendance prizes to promote good attendance.

They will encourage attendance at zone, district, Association meetings, and conventions . Maintains constant check on health of members and their families, and informs membership of illness. Maintains contact with ill or disabled members through visits, telephone calls; provides suitable gifts and messages from Club members for the ill. Reports monthly to the Board of Directors, and annually to the Club.

Constitution and By-Laws Committee

See that copy of Club constitution is kept up-to-date and sees that members are furnished with amendments and additions.

Investigates proposed changes in Club Constitution and By-Laws; sees that they conform with Lions International Constitution and By-Laws, and reports them to the Board with recommendations.

Summarize salient points of constitution and reads them at least quarterly before Club. Sets aside one meeting each year for purpose of thoroughly familiarizing every member of the Club with its constitution.

Convention Committee

Informs Club of number of delegates it is entitled to at District and Association conventions where and when these conventions are to be held.

Presents nominations for delegates to District and International conventions to the membership.

Makes and submits to the Board detailed analysis of expense per delegate, including transportation costs, room reservations, hospitality book, etc. Cooperates with Finance Committee in seeing that budget provides, or that proper plans are adopted for raising convention funds, and that funds are expended in accordance with the budget.

Informs Club of convention proceedings, contests, officers elected, reports of committees and officers, and resolutions passed.

### Finance Committee

Prepares Club's administrative and activities budget, and after approval of the Board of Directors, sees that it is adhered to.

Recommends fund raising projects for money required by the Activities Committees and secures approval of these recommendations by the Board of Directors.

Make recommendations regarding expenditures not previously covered by the budget. In the event an activity is contemplated, such as fireworks celebration,<sup>1</sup> circus, building project, and the like, from which liability might arise to the Club and its individual members, it shall be the duty of the committee to see that adequate insurance protection is secured.

Consults with and assists the Secretary and Treasurer in their duties, such as preparing for audit and financial reports; sees that the Treasurer makes monthly financial reports to the Board of Directors, annual reports to the Club and semi-annual reports to Lions International.

Maintains close contact with International Office regarding local financial problems.

### Lions Information Committee

Informs the members on the standard plan of organization of this Club, its function, history, accomplishments, constitution and by-laws, club officers, meeting days, activities program, income and expenditure, when and how dues are collected.

Gives new members a thorough indoctrination as to the objects of the Club, its activity program; the history and growth of the International Association and its importance in the world; the set-up of the district organization; and the duties, obligations and benefits of being a Lion.

Informs the members on the plan of district organization, district function, history, accomplishments, constitution and by-laws, district governor, cabinet secretary and other officers.

Informs members on the plan of organization of Lions International, its Code of Ethics, objects, number of members, clubs, district and countries; administrative personnel.

Uses the Lion magazine, other informative material received from Lions International regarding history and growth of Lionism and The International Association of Lions Clubs.

Urges visitation to other Lions Clubs when making trips and to conventions. Urges visitation to the Association Office, when in or near Chicago. Sees to it that regular Lions' information programs are periodically conducted at meetings, including Charter anniversary party.

Impresses on each officer, director, committee person and member, the value to them, their Club, and their community, of using the experience of thousands of clubs, built up throughout the years, by close personal correspondence with the requests for information from Lions International.

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<sup>1</sup> Activities involving the use of fireworks ARE NOT RECOMMENDED by Lions International.

### Membership/Growth & Retention Committee

Selects, with approval of the Board of Directors, a Membership Program. Places special emphasis on the "Membership Development Programs" as designated by the International Board of Directors. Keeps on the lookout for persons moving into the community.

Reports monthly to Board of Directors on progress of program and other matters pertaining to membership development. Sees that all prospects are acted upon promptly by the Board of Directors.

Keeps Club members informed on progress of Membership Development Program and obtains cooperation of all others. Gives an impressive picture of Lionism to the prospective member. Keeps the members active in sponsoring new members.

Inducts new members with dignified and impressive ceremony. Takes an active interest in the new members and sees that they are properly assimilated into the Club, & indoctrinated by their sponsor. Sees that the President immediately assigns incoming members to active committees, preferably of the member's own choice.

Promotes Key Membership Award Plan. Promotes Club's participation in Lions International Membership Contest.

Watches for any noticeable weakness in the Club programs, meeting place, meals, activities, etc. and submits a report to the Board of Directors asking that appropriate action be taken to eliminate such hindrances to membership development.

Tries to prevent members from resigning by ascertaining reasons for loss of interest and correcting conditions if Club is at fault.

### Program Committee

Sees that the right members are placed in charge of the programs. Follows through and helps them get speakers, entertainment features and arranges meetings. Promotes Club singing by use of song leader and pianist.

Programs may include but are not be limited to: Discussional, Spouses Night Meeting; Charter Anniversary Meeting; District Governor's Meeting; Installation of Officers Meeting; Son / Daughter Night Meeting.

### Public Relations Committee

Furnishes local newspaper, TV, radio stations, and news agencies with prepared stories and pictures of: Activities and meeting of local Club and other clubs of Association; official visits and activities of International and district officers; election of officers; new members. Furnishes newspaper, TV, radio stations with news of interclub, zone, district and international meetings and conventions.

Sees that highway entrances to city are marked with Lions highway signs and that these are kept in good condition.

Promotes use of decals, lapel buttons, emblem, plaques by members. Sees that bulletins, petitions, printed matter, parade floats, buildings, parks, swimming pools, playgrounds and all projects of Club carry Lions emblem and name of Club to identify them as Lions Club projects.

Makes monthly report to Board of Directors and annual reports to Club.

Maintains contact with Lions International and District Governor (through the District Public Relations Committee Chairperson) regarding all publicity matters.

### Bulletin Committee

Keeps membership informed regarding all phases of the Club, its Association and its activities. Issues regular bulletin to members, as official organ of Club, containing meeting announcements, news of members -- illness, trips, marriages, public accomplishments, etc., anecdotes regarding members, biographies of members. Through bulletin introduces new members, admonishes absentees, recognizes visitors and guests. Gathers new items for publication from officers, directors, committees and members. Obtains and publishes information and news from Lions Information Committee regarding affairs of Association.

### Ad Sign Committee

Maintain the Club ad sign in good order. Keep the messages current with the Club activities and other community activities.

### District Events Committee

Promotes all District Events to the Club, such as Governors Ball, District Social, Bowling & Golf Tournaments, etc.

Reports monthly to the Board of Directors and annually to the Club.

### Visitation Committee

Arranges for and encourages visitations to other Lions clubs. Sees that Secretary is advised of such visitations.

Reports monthly to the Board of Directors and annually to the Club.

### Nominating Committee

The duties of the nominating committee are found in Article VII of the Constitution.

## No. 6

The Activities Committees and their suggested duties, subject to change by the Board of Directors, may include the following:

### Boys and Girls Committee

Organizes and sponsors athletics, camps, clubs, contests, handicraft and hobbies, clubs and organizations -- Boy Scouts, YMCA, YWCA, Campfire Girls, 4-H Clubs, Girl Scouts, juvenile bands and so forth. Holds Parent and Child meetings. Assists authorities with juvenile delinquency and probation problems. Maintains close contact with Lions International regarding local boys and girls programs and problems, mentally and physically handicapped included.

Makes monthly reports to Board and annual reports to Club.

### Civic Improvement Committee

Builds and assists in development of cemeteries and public buildings, such as libraries, schools, hospitals, theaters, rest rooms, auditoriums, post offices, museums, etc.  
Builds, supervises and purchases equipment for recreational facilities -- swimming pools, playgrounds, parks, tennis courts, lighted athletic fields, gymnasiums, skating rinks.  
Promotes area planning and zoning. Promotes and conducts, area beautification and area clean-up campaigns, Yard and Garden contests, and Better Home movements.  
Promotes and supports "Welcome Wagon" type activities.  
Makes monthly reports to Board and annual report to Club.

### Educational Services Committee

Cooperates with school authorities in educational and athletic matters. Cooperates with PTA.  
Conducts educational contests -- essay, scholarship, debating, athletic, etc.  
Observes Education Week, Public Schools Week, Music Week.  
Establishes and maintains public libraries. Sponsors book drives, night schools, vocational guidance programs, etc.  
Cooperates with other local organizations. to Promote good movies, radio and entertainment programs.  
Reports monthly to the Board of Directors and annually to the Club.

### Health and Welfare Committee

Promotes and equips clinics -- dental, health, baby, mental hygiene, prenatal, etc.  
Provides medical, surgical and hospital care as well as food for the underprivileged.  
Conducts health surveys and contests. Promotes sanitation measures and cooperates with health agencies.  
Provides artificial limbs, clothing, school supplies, food, reading material, radios, entertainment outings, musical instruction, burial expenses, fuel and hospital equipment as needed.  
Makes monthly reports to Board and annual reports to Club.

### Sight and Hearing Committee

Provides eye & hearing examination, eye glasses, hearing aids, medical and surgical care, free tuition in Braille, white canes, Braille reading material, radios, typewriters, workshop machinery, special reading and writing devices, financial and other material aid. Provides magazines and other reading materials in Braille. Establishes, operates and equips workshops.  
Aids others in securing employment. Conducts eyesight and hearing surveys. Finances education.  
Furnishes transportation. Conducts blind craft exhibitions and sales.  
Pays salaries of teachers, readers and nurses. Supports special funds for blind welfare work. Repairs eye glasses, typewriters and radios. Aids blind persons in selling their merchandise. Furnishes guide dogs for the blind.  
Cooperates with other blind welfare organizations. Promotes passage of legislation designed to aid blind people. Conducts sight conservation campaigns and sight saving classes.  
Makes monthly reports to Board and annual reports to Club.



Senior Services Committee

Periodically checks with local senior centers to determine the needs of the area seniors and determine in what manner we may be of assistance.

Meals on Wheels Committee

Insure support by and coordination of Club members to help the local "Meals on Wheels" service for house bound persons.

Outstanding Students Committee

Will select and honor several high school students from our service area who are outstanding not only for their academic record, but also for their civic involvement. Recognition will be given at a special Club dinner meeting selected by the Board of Directors.

No. 7

Fees and Dues

1. Membership fees in the following amounts shall be collected from each new, transfer, or reinstated member before they are identified as a member of this Club and before the secretary can report them as a member to the Association.

New Members	\$25.00
Transfer	\$ 9.00
Reinstated	\$25.00

In addition they shall also pay a prorated portion of the annual dues.

2. Annual Dues shall be collected from members of this Club according to the following schedule.

Active & MAL	\$70.00 per year
Affiliate	\$150.00 per year
Associate	½ that of Active
Honorary	None
Life	Active minus International portion
Revered Octogenarian	None
Esteemed Nonagenarian	None

Note: Fees will be assessed at the lowest appropriate rate. The Fees & Dues for qualifying Family or Student members shall be the same as Active, reduced by the current savings allowed by the Family or Student Membership Program criteria of Lions Clubs International.

No. 8  
Amendments

**Section A.**

These By-Laws may be amended at any regular meeting of the Club by a simple majority secret written vote of the members present, provided they constitute a quorum and provided also that the Board of Directors has previously approved the amendment by a majority vote at a regular monthly meeting.

**Section B.**

No By-Law or By-Law Amendment shall be put to the vote of the Club membership unless written notice shall have been included in a regular Club bulletin previous to the voting meeting, said notice to state the proposed By-Law or amended By-Law in full.

**Section C.**

The Secretary shall include in the Club records the results of the secret vote.

No. 9

Any By-Law may be suspended at any meeting of the Club by the unanimous vote of all members present.

No. 10

Club Branch Administration

**Section A - Coordinator/Vice Coordinator**

The members comprising the branch shall elect a coordinator and vice coordinator. The coordinator shall also be a member of the club's board of directors and be encouraged to attend general and/or board meetings of the club to provide branch records and a report of planned branch activities, a monthly financial report, and coordinate efforts to encourage open discussion and effective communication between the branch and the club. Members of the branch are encouraged to attend scheduled meetings of the club.

**Section B – Liaison**

The club shall designate a member of the club to oversee the progress of the branch and provide assistance to the branch, when necessary. The member serving in this capacity shall also serve as the third officer of the branch.

**Section C - Voting Entitlements**

The members of the branch may vote on activities of the branch and are voting members of the parent club, when in attendance at meetings of the parent club. Branch members shall be calculated in parent club meeting quorum requirements only when present in person at the parent club meeting. Attendance at branch meetings fulfills regular club attendance requirements.

REVISION APPROVED 4/9/97

No. 7 amended Sept 14, 1999

No. 7 amended Sept 10, 2003

No. 7 amended Sept. 8, 2004

No. 4 amended Oct. 12, 2005

No. 7 amended Jan. 25, 2006

No. 7 amended Dec. 20, 2006

No. 10 added Sept. 9, 2009

No. 7 & 8 amended Nov. 3, 2010

No. 7 amended June 13, 2012

Rev. 6/13/2012